

## **CIVIL RIGHTS COMPLIANCE AND HOUSING STRATEGY ADVISOR**

**APPLICATION DEADLINE IS TUESDAY, JANUARY 24, 2017 AT 11:59PM**

**Division:** Executive

**Reports to:** Chief Strategy Officer

**Full-time/Part-time:** Full-time

**Salary Grade:** 37

**Monthly Salary Range Minimum:** \$4,511

**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Provides agency leadership on meeting our civil rights obligations vis-à-vis The Fair Housing Act and Title VI of the U.S. Civil Rights Act; coordinates all programmatic and public information aspects of THDA's online housing search tool; provides assistance with the Inter-Agency Council on Homelessness and THDA's strategic plan.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serves as THDA's Title VI Coordinator; with assistance from the Research and Planning Division, takes primary responsibility for reporting on THDA's civil rights activities to the Federal Department of Housing and Urban Development (HUD), the Tennessee Human Rights Commission and other entities.
- Leads THDA's efforts to ensure compliance among agency staff and industry partners with civil rights laws by staying abreast of changes in federal and state regulations, coordinating actions in response to the state's Analysis of Impediments, and building awareness in the affordable housing industry.
- Establishes and maintains a self-assessment process for our sub-recipients regarding their Title VI compliance.
- Coordinates training of staff and program participants in appropriate civil rights laws.
- Coordinates internal and external efforts to support and grow the utilization of TNHousingSearch.org, including working with Section 8 program staff to ensure the system adequately meets their needs.
- Works with Chief Strategy Officer to track and follow-up on THDA's responsibilities under the state's inter-agency plan to end homelessness.
- Attends committee meetings of the Inter-Agency Council on Homelessness.
- Works with Chief Strategy Officer and Director of Research and Planning to establish and maintain progress measures for THDA's strategic plan.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### **Education and Experience:**

- Bachelor degree in business administration, finance, economics, or related field.
- Five years of experience in residential mortgage lending, community development or other related field.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Ability to provide vision and leadership, and to effectively contribute to decision-making affecting organizational strategy.
- Broad knowledge of low- and moderate-income THDA programs.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; excellent customer service skills.
- Builds and maintains positive relationships with internal and external constituents.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Ability to analyze descriptive data, as well as to manipulate and display data in reports to demonstrate findings.
- Ability to think creatively and work independently.
- Maintains credibility through sincerity, honesty, and discretion.
- Maintains a high level of confidentiality.
- Strong organizational skills.
- Prioritizes and plans work activities well; uses time efficiently.
- Documents regularly, thoroughly, accurately, and completely.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to manage complex projects while working under pressure to meet deadlines.
- Detail oriented, logical, and methodological approach to problem solving.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Frequent in-state and out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG/CAREERS](http://WWW.THDA.ORG/CAREERS) AND FOLLOW  
THE ONLINE APPLICATION INSTRUCTIONS**